



Saipem, has a vacancy for a Subcontract Administrator (Execution)

OBJECTIVE:

Administer subcontracts ensuring that the project subcontracts are performed in line with contractual obligations.

RESPONSIBILITIES AND DUTIES:

- Administer and manage in conjunction the Project Team all the local (Guyana Onshore) subcontracts / purchase orders pertaining to two ongoing offshore EPC projects as well as the Fabrication Yard development.
- Monitor all the local (Guyana Onshore) subcontracts/purchase orders for all issues, risks, and opportunities.
- Propose and implement remedial actions with the Project Team for all issues and risks.
- Liaise and coordinate with the project team and participate to meetings with subcontractors and vendors.
- Prepare, manage, and file all correspondence during project execution with subcontractors and vendors.
- Track subcontractors and vendor's obligations, including performance bonds, insurances, warranty, etc.
- Manage all monthly progress and milestone payments with subcontractors according to the terms of the subcontract.
- Provide the Project Team proactive and preemptive analysis of contractual obligations of subcontractors and vendors.
- Manage the change process on the project, including change orders, claims, back charges, penalties, new prices, dispute handling and resolution towards subcontractors and vendors, ensuring that notices and notifications are issued as per contractual requirements, and participate in the generation of additional revenue as entitled by the contract.
- Ensure that Golden Rules and Silver Guidelines of Saipem are implemented.
- Maintain necessary liaison with other competent Saipem functions, with Financial Administration, Insurance, Procurement and Risk.
- Verify the completeness of contract documents.
- Provide collection and sharing of lessons learned, feedback and return of experience of issues/criticalities encountered during project execution.
- Assist the Project Contract Manager, Projects Senior Subcontract Administrator with contract matters similar to the above duties and responsibilities

EXPERIENCE AND SKILLS:

- 3-5 years of experience in the onshore construction, logistics and fabrication.

EDUCATION:

- Bachelor's Degree in Engineering, Architecture, Quantity Surveying or a Bachelor's Degree in Law, Business or equivalent.

Please send your resume with the subject **Subcontract Administrator (Execution)** to saipemgycareers@saipem.com

Please note, the closing date for applications is **November 20, 2020.**

Qualified candidates will be contacted